

**MAINTENANCE**

**I. LEGAL AUTHORITY:**

Section 103 (a) 5 of the Rehabilitation Act, as amended; 34 CFR 361.42(a)5.

**II. POLICY STATEMENT AND PURPOSE:**

A. The Office of Rehabilitation Services will provide maintenance as a supportive service to allow the individual to participate in or receive benefits of other employment-related vocational rehabilitation services.

1. Maintenance is for additional costs incurred, while participating in a rehabilitation program - not every day living expenses.
2. Maintenance can never be the only service being provided. It is a service which is intended to allow an individual to benefit from evaluation, training, restoration, placement and/or post-employment services.
3. Maintenance is to be provided only after a careful evaluation of the client's resources, income, savings, comparable benefits, and means of prior support in accordance with the Economics Need Determination Form (ORS-60). Maintenance can only be provided for a prescribed period of time and should not be construed as an automatic allowance.

**III. PROCEDURES:**

A. Determination of Need for Maintenance Services

1. Maintenance shall be provided only when both the following requirements are met: 1) when needed to meet the additional cost of receiving or benefiting from other rehabilitation services, and 2) when included in an IPE or when provided as part of an evaluation to determine rehabilitation potential. Examples are:
  - a. Cost of lunch while at a training program or facility;
  - b. Housing/food costs when leaving the home community for evaluations or training programs other than those outlined in Section 115.28, II., C.;
  - c. Clothing to obtain a job placement for which the client has been prepared;

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OFFICE OF REHABILITATION SERVICES  
POLICY AND PROCEDURES MANUAL**

**Section 115.36  
Rev. 12/94**

- d. Basic payments while the individual must travel to obtain services not available in one's home community.

**B. MAINTENANCE LIMITATIONS**

- 1. Payments under this section are subject to the following limitations:
  - a. Maintenance may only be authorized for a maximum of three months. Should circumstances warrant an extension, one three-month extension is allowable.
  - b. Maintenance payments may be provided in advance to those clients required to leave their homes in order to benefit from services. Advance maintenance payments should not exceed the cost of housing, travel, and meals in accordance with the Policy and Procedures for Travel Out of State set forth by the Office of Accounts and Control of the R.I. Department of Administration.
  - c. Maintenance will be billed to the agency by the client via a Client Billing Form (ORS-33).
  - d. Routine medical care is not covered by this policy.
  - e. Recipients of maintenance payments who receive monies from inheritances, lump sum benefits, sale of real or personal property, lottery winnings, Social Security programs, or from any other source must report such receipt to the agency immediately. Such resources must be used for current maintenance. Clients who fail to report such income will be subject to possible penalties for intent to defraud.